

**REPORT OF THE AUDIT OF THE
ADAIR COUNTY
CLERK**

**For The Year Ended
December 31, 2002**



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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

Honorable Paul E. Patton, Governor

Gordon C. Duke, Secretary

Finance and Administration Cabinet

Dana Mayton, Secretary, Revenue Cabinet

Honorable Jerry M. Vaughan, Adair County Judge/Executive

Honorable Ann Melton, Adair County Clerk

Members of the Adair County Fiscal Court

The enclosed report prepared by Ross & Company, PLLC, Certified Public Accountants, presents the statement of receipts, disbursements, and excess fees of the Clerk of Adair County, Kentucky, for the year ended December 31, 2002.

We engaged Ross & Company, PLLC, to perform the financial audit of this statement. We worked closely with the firm during our report review process; Ross & Company, PLLC, evaluated the Adair County Clerk's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Enclosure



**REPORT OF THE AUDIT OF THE
ADAIR COUNTY
CLERK**

**For The Year Ended
December 31, 2002**

ROSS & COMPANY, PLLC
Certified Public Accountants
800 Envoy Circle
Louisville, KY
Telephone (502) 499-9088
Facsimile (502) 499-9132

EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE ADAIR COUNTY CLERK

**For The Year Ended
December 31, 2002**

Ross & Company, PLLC has completed the Adair County Clerk's audit for the year ended December 31, 2002. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

Excess fees decreased by \$11,277 from the prior calendar year, resulting in excess fees of \$142,430 as of December 31, 2002. Revenues increased by \$206,354 from the prior year and disbursements increased by \$217,631.

Debt Obligations:

Future lease principal and interest payments of \$1,207 are needed to meet these obligations as of December 31, 2002.

Deposits:

The County Clerk's deposits of public funds were uninsured and unsecured by \$28,031 as of April 10, 2002.

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Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Adair County, Kentucky, for the year ended December 31, 2002. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

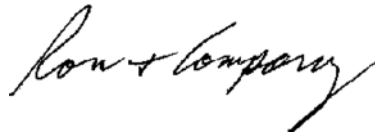
As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 2002, in conformity with the modified cash basis of accounting.

To the People of Kentucky
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In accordance with Government Auditing Standards, we have also issued our report dated October 24, 2003, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ross & Company".

Ross & Company, PLLC

Audit fieldwork completed -
October 24, 2003

ADAIR COUNTY
 ANN MELTON, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

For The Year Ended December 31, 2002

Receipts

State Grants		\$	7,970
State Fees For Services			7,734
Fiscal Court			4,510
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$	579,769	
Usage Tax		2,210,940	
Tangible Personal Property Tax		943,287	
Licenses-			
Marriage		5,382	
Deed Transfer Tax		36,662	
Delinquent Tax		109,947	3,885,987
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts	\$	22,157	
Real Estate Mortgages		30,604	
Chattel Mortgages and Financing Statements		62,277	
Powers of Attorney		1,336	
Motor Vehicle Lien Fees		4,602	
All Other Recordings		18,595	
Charges for Other Services-			
Title Applications		2,180	
Copywork		3,389	145,140
Interest Earned			5,353
Total Receipts		\$	4,056,694

The accompanying notes are an integral part of this financial statement.

ADAIR COUNTY
 ANN MELTON, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2002
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-		
Licenses and Transfers	\$ 452,821	
Usage Tax	2,144,951	
Tangible Personal Property Tax	332,845	
Licenses, Taxes, and Fees-		
Delinquent Tax	14,094	
Legal Process Tax	19,088	\$ 2,963,799

Payments to Fiscal Court:

Tangible Personal Property Tax	\$ 72,761	
Delinquent Tax	12,341	
Deed Transfer Tax	34,829	119,931

Payments to Other Districts:

Tangible Personal Property Tax	\$ 499,956	
Delinquent Tax	54,745	554,701

Payments to Sheriff 2,442

Payments to County Attorney 15,476

Operating Disbursements and Capital Outlay:

Personnel Services-	
Deputies' Salaries	\$ 128,102
Part-Time Salaries	15,740
Employee Benefits-	
Employer's Share Social Security	14,539
Contracted Services-	
Printing and Binding	3,164
Materials and Supplies-	
Office Supplies	2,973
Other Charges-	
Refunds	702
Conventions and Travel	3,089
Dues	400
Postage	130
Bank Charges	258

The accompanying notes are an integral part of this financial statement.

ADAIR COUNTY
 ANN MELTON, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2002
 (Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay: (Continued)

Other Charges- (Continued)		
Library and Archives Grant Expensed	\$	7,970
Miscellaneous		3,721
Capital Outlay-		
Office Equipment	<u>1,393</u>	\$ 182,181
Debt Service:		
Lease Purchases-Copiers		<u>6,910</u>
Total Disbursements		<u>\$ 3,845,440</u>
Net Receipts		\$ 211,254
Less:		
County Clerk's Statutory Maximum	\$	62,259
County Clerk's Training Incentive Benefit	<u>2,965</u>	<u>65,224</u>
Excess Fees		\$ 146,030
Less: Expense Allowance		<u>3,600</u>
Excess Fees Due County for 2002		\$ 142,430
Payments to County Treasurer- February 11, 2003	\$	127,617
June 4, 2003	<u>14,813</u>	<u>142,430</u>
Balance Due at Completion of Audit		<u><u>\$ 0</u></u>

The accompanying notes are an integral part of this financial statement.

ADAIR COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2002

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2002.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.41 percent for the first six months and 6.34 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

ADAIR COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2002
 (Continued)

Note 2. Employee Retirement System (Continued)

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. The County Clerk entered into a written agreement with the depository institution and met requirements (a), (b), and (c) stated above. However, as of April 9, 2002, the collateral and FDIC insurance together did not equal or exceed the amount on deposit, leaving \$28,031 of public funds uninsured and unsecured.

The county official's deposits are categorized below to give an indication of the level of risk assumed by the county official as of April 9, 2002.

	<u>Bank Balance</u>
FDIC insured	\$ 100,000
Collateralized with securities held by pledging depository institution in the county official's name	316,387
Uncollateralized and uninsured	<u>28,031</u>
Total	<u>\$ 444,418</u>

Note 4. Grant

The County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$10,700. The unexpended grant balance as of December 31, 2001 was \$804. During 2002, grant funds of \$7,132 were received and \$34 of interest was earned. Funds totaling \$7,970 were expended during 2002. The unexpended grant balance is \$0 as of December 31, 2002.

ADAIR COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2002
(Continued)

Note 5. Leases

The Clerk's office is committed to the following lease agreements as of December 31, 2002:

<u>Item Purchased</u>	<u>Monthly Payment</u>	<u>Term Of Agreement</u>	<u>Ending Date</u>	<u>Remaining Lease Payments December 31, 2002</u>
Basmill-Copier	\$ 316	48 months	March 1, 2003	\$ 947
Basmill-Copier	260	24 months	January 2, 2003	<u>260</u>
Total				<u><u>\$ 1,207</u></u>

REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of receipts, disbursements, and excess fees of the Adair County Clerk for the year ended December 31, 2002, and have issued our report thereon dated October 24, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Adair County Clerk's financial statement for the year ended December 31, 2002, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

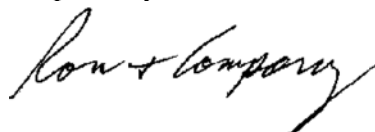
Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Clinton County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ross & Company". The signature is written in dark ink and is positioned above the printed name of the firm.

Ross & Company, PLLC

Audit fieldwork completed -
October 24, 2003

